

OFFICIAL BUSINESS  
NARS

U.S.  
GENERAL SERVICES ADMINISTRATION

GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE  
OFFICE OF RECORDS MANAGEMENT

NARS TECHNICAL ASSISTANCE WORKSHOPS

The reverse side of this announcement contains the combined FY 69 schedule for Technical Assistance Workshops to be conducted at National Archives and Records Service headquarters in Washington, D.C. These are scheduled for presentation to groups made up of participants coming from several agencies. Special arrangements may be made, however, for the workshops to be conducted for a group of participants from a single agency.

All workshop participants are expected to follow through by actually applying the concepts developed in the workshops. The NARS brochure "TECHNICAL ASSISTANCE WORKSHOPS" gives further details about the subject content of each workshop.

Nominations should be received not later than 15 days prior to the opening date of the workshop.

Groups will be limited to a maximum of 25 participants.

Substitutions of eligible participants may be made up to the beginning of the workshop.

Optional Form 37, "Nomination-Registration for Training", should be used to apply for each workshop.

Address applications and inquiries to:

General Services Administration  
Paperwork Standards and Automation Division (NRP)  
National Archives Building, Room 604  
8th & Pennsylvania Avenue, N. W.  
Washington, D.C. 20408 (STOP 220)  
Phone: (202) 963-4154 or Code 13, Ext. 34154

NARS TECHNICAL ASSISTANCE WORKSHOP SCHEDULE - FISCAL YEAR 1969  
WASHINGTON, D. C.

No.	Title	Duration	Dates
1A	Records Management	Two weeks - full days	Oct. 21 - Nov. 1, 1968 Dec. 2 - Dec. 13, 1968 Mar. 11 - Mar. 21, 1969 June 2 - June 13, 1969
2A	Form and Guide Letters	Three $\frac{1}{2}$ -day sessions	Jan. 29 - Jan. 31, 1969 (a.m. only)
2B	Correspondence Management	Four $\frac{1}{2}$ -day sessions	Jan. 21 - Jan. 24, 1969 (a.m. only)
2C	Speeding the Mail	Two $\frac{1}{2}$ -day sessions	Mar. 3 - Mar. 4, 1969
3A	Forms Analysis & Design	Two weeks - full days	Sep. 16 - Sep. 27, 1968 Apr. 14 - Apr. 25, 1969
3B	Forms Improvement	Two $\frac{1}{2}$ -day sessions	May 5 - May 6, 1969
3C	Forms for Automation	Five full days	Oct. 7 - Oct. 11, 1968 Feb. 10 - Feb. 14, 1969 June 16 - June 20, 1969
4A	Directives Systems Improvement	Two full days	June 24 - June 25, 1969
4B	How to Improve Written Instructions	Five $\frac{1}{2}$ -day sessions	Apr. 7 - Apr. 11, 1969 (a.m. only)
5A	Modernizing Management Reports	Five $\frac{1}{2}$ -day sessions	Apr. 28 - May 2, 1969 (a.m. only)
6A	Office Information Retrieval	Five full days	Sep. 9 - Sep. 13, 1968 Nov. 18 - Nov. 22, 1968 Jan. 13 - Jan. 17, 1969 Mar. 24 - Mar. 28, 1969 May 19 - May 23, 1969
7A	Files Improvement	Two full days	Nov. 5 - Nov. 6, 1968 Feb. 3 - Feb. 4, 1969 Apr. 1 - Apr. 2, 1969
7B	Records Disposition	One full day	Mar. 31, 1969
8A	Source Data Automation	Five full days	Oct. 14 - Oct. 18, 1968 Feb. 24 - Feb. 28, 1969
8B	Mechanizing Paperwork Systems	Three full days	Aug. 27 - Aug. 29, 1968 Oct. 2 - Oct. 4, 1968 Feb. 17 - Feb. 19, 1969
8C	Managing an Office Machine Program	One full day	Feb. 6, 1969

All workshops scheduled in this announcement will be held in Room 503, National Archives Building, 8th and Pennsylvania Avenues, N. W., Washington, D. C. 20408. All workshops are without charge.

Workshops scheduled for full days will be held from 9 a.m. to 4:30 p.m.

Half-day a.m. workshops will be held from 9 a.m. to 12 noon.